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10 April 1952

~~CONFIDENTIAL~~Report from Room 1305, Week of 7 - 11 April

To :

From:

1. This week the six-week course on the Air Force Correspondence Manual began at Alcott Hall. It consists of three hours each morning: one hour of typing instruction, one hour of interpretation of the Manual, and one hour of work projects. [] students are enrolled.

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2. During the past week there have been [] requests for shorthand instruction in order to prepare people for the State Department test. Because of the varied ability of each individual, these requests are being handled on an individual basis.

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3. At the D Street Pool [] began a two-week course in filing, and a two-week course in Punctuation and Capitalization. [] began a two-week course in English grammar, and is continuing with office practice.

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4. All supplies which will be needed at D Street have been ordered, and can be moved in when the Office of Training begins its program.

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25 YEAR RE-REVIEW